



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 18803 - Domestic Representative, NCTC/OSC - GS-14

Salary Range: \$81,548 - \$148,967 (not applicable for Detailees)

Vacancy Open Period: 10/22/2018 – 11/6/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/OSC

Duty Location: Denver, CO

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: Permanent Change of Station (PCS) relocation expenses for detailees is authorized.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.)



Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

- This is a 2-year assignment, with an option to extend an additional year if all parties agree. The selected candidate will be offered the position at his or her current grade and salary. In accordance with ICD 660, this detail qualifies as an IC Civilian Joint Duty Assignment (JDA) and you may apply for Joint Duty credit upon successful completion of the assignment. Individuals selected must complete administrative and security processing prior to official confirmation as an NCTC Domestic Rep.
- Represent the National Counterterrorism Center (NCTC) and act as a link between NCTC components and executive-level customers in the United States Government (USG), Intelligence Community (IC), and/or foreign governments, operating out of executive agencies of the USG and large embassies.
- Provide federal, state, and local officials with CT responsibilities with tailored and relevant intelligence briefings that draw upon current intelligence products, analytic assessments, and IC-wide intelligence and cover a full range of national security issues.
- Plan and develop intelligence briefings and reports to determine relevance to customers; develop a comprehensive understanding of the material to speak authoritatively to its quality, accuracy, and its logical underpinnings of fact and argumentation.
- Utilize substantive knowledge to explain complex concepts; consult with NCTC components as necessary to understand the significance and relevance of late-breaking or overnight information.
- Commission analyses and written products based on consumer requests or interest, ensuring that the tasking is suitable, clear, and comprehensive; engage consumer to frame and elicit clear and appropriate taskings; collaborate with NCTC officers to ensure taskings are well understood.



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- Develop and maintain a substantive level of expertise on a full range of current intelligence and policy issues of interest to customers; discuss issues and developments with internal and external peers and customers; communicate regularly with peers, customers, and Office of the Director of National Intelligence (ODNI) components to exchange information, clarify taskings, and coordinate production.
- Develop and maintain ongoing networks of working relationships with external expert contacts to exchange and share substantive information and build expertise.
- Develop and maintain intelligence sharing relationships with federal, state and local officials and organizations; select intelligence items for passage to partners by utilizing thorough knowledge of global and domestic threats, adhering to security policies and procedures.

Mandatory and Educational Requirements

- Demonstrated situational judgment and interpersonal, negotiation, and networking skills to collaboratively build strong working relationships with interagency partners and customers.
- Demonstrated ability to establish regular contacts within NCTC and across the broader IC for purposes of exchanging information, including knowledge and understanding of NCTC component missions and priorities; NCTC experience strongly preferred.
- Demonstrated critical thinking skills and ability to exercise sound judgment; ability to think strategically and remain open-minded on the basis of new information and requirements.
- Demonstrated ability to develop and deliver comprehensive intelligence briefings; superior ability to collect, compile, and synthesize intelligence materials that accurately and effectively address customers' needs and questions.
- Demonstrated ability to apply expert knowledge of the IC and relevant customer organizations or operations (e.g., military, policy makers, and law enforcement), in order to effectively translate their requirements and provide appropriate output or responses to meet customer needs.
- Demonstrated ability to review a large body of information and synthesize for inclusion in comprehensive, relevant briefings under tight time constraints; superior ability to efficiently prioritize, perform multiple tasks, and change focus quickly as demands change in a fast-paced, time constrained environment.
- At least two years' experience working at NCTC within the last five years.

Desired Requirements

None.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:



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- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. **Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).**

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3955.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment_TeamC@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**